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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

14 October 1954

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1. Mr. [REDACTED] began the meeting by reviewing the K Building cafeteria situation. Colonel White had directed that the Logistics Office approach Government Services, Incorporated, to seek redress on the undesirable quality of meals and surroundings there. Mr. [REDACTED] reported that within space limitations certain improvements are already being made and that GSI has thus far been very cooperative. On 4 October GSI assigned a new chef to the cafeteria to assist in the preparation of balanced hot meals; some new table tops are being installed; new fluorescent lighting fixtures are to be added, and a direct request of GSI has been made to install adequate ventilating and/or air conditioning equipment.

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2. Mr. [REDACTED] described the work of the newly-formed Procurement Planning Committee, which has as one of its fundamental aims the betterment of relations with contractors and customers of Logistics services. He also talked about the work of the Procurement Review Committee, which meets weekly to review requirements, identify sources, discuss new procurement methods and types of contracts. Mr. [REDACTED] pointed out that last year the cost of OI services (personal services) incidental to administering the Agency's total procurement activity was 1.84 percent of the total value of the contracts written, a low figure in view of the complexities involved in many of our contracts. When Mr. [REDACTED] invited suggestions from those present as to methods of improving service methods of the Logistics Office, Colonel White added that he wanted the DD/A Offices with Logistics requirements to be sure and call for advice and guidance from Logistics early enough in their planning for proper timing on the delivery end. Colonel White added that he thought the Project Review Committee philosophy was a sound one which should forestall "crash" situations where dollars were wasted due to poor Logistics planning.

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3. Mr. Pforzheimer asked that the minutes of the last Staff Meeting of Administrative Chiefs (that of 23rd September 1954) be amended under Item 7, to reflect his desire to receive "categories of bills" in which various Offices, particularly Personnel, Comptroller and Logistics, were interested for the 84th Congress. The minutes in question had referred to a "list of bills." He called special attention to the fact that he is interested in hearing from the DD/I organization and the Offices of Communications and Training in connection with their legislative

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requirements for the next Congress, apart from matters under the purview of the Career Service Legislative Task Force, which has completed its spadework. He added that he would appreciate it if DD/A Offices would submit any similar requirements they might have to the DD/A through his Office, with all parties making such submissions to remember that he would need requirements sufficiently detailed to support definite legislative action courses. He said that in several instances in the past, Offices had delayed making their legislative needs known until it was too late to take effective action. Mr. Pfersheimer said that it was his understanding that the DD/P organization had no special legislative requirements at this time. Colonel White observed that even though the Career Service Legislative Task Force had completed its work, it was not too late to submit constructive comments on their findings, since the actual legislative proposals had not yet reached final draft form in his Office.

25X1A 4. Colonel White said that he felt it was essential to have Saturday duty forces within the DD/A organization, except possibly for PAPS and the Management Staff. He asked that standardized work hours of from 0900 to 1300 be adhered to, with the understanding that the senior duty officer in each component call the Office of the Deputy Director (Administration) before going home on Saturday. In this context, he invited the attention of all present to the provisions of CIA Regulation No. [REDACTED] "CIA Watch, Critical Information," and especially to sections 4.e and 5.b, wherein specific instructions are given regarding the establishment of an "On-Call" system at the Office and Staff level. He added that in view of recent experience with suspense list deadlines, he felt that the hours 0900 to 1300 on Saturday might be profitably spent in clearing up work backlogs.

5. Mr. Saunders discussed certain principal points of the new Agency overtime policy draft, copies of which were before all present at the meeting. It was his hope, he noted, that by bringing the matter up at the present stage of development, final coordination might be expedited through resolution of certain basic points in open discussion. He added that since the Director had to sign off on the new policy in time to put it into effect by 7 November, it was his intention to submit the policy in finished form to the Director by 20 October. Highlights of his talk on major changes were these:

a. The delegation of the authority to authorize overtime, which has heretofore resided with the Budget Division, is to be made to Office Heads. Actual approval of overtime has been delegated to supervisors.

b. In view of the fact that the policy draft calls for a determination on whether overtime above the grade GS-10 is to be paid for in dollars or compensatory time, the decision as to

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which method of reimbursement will be employed is to be left to the Office Head. Mr. Saunders mentioned that this move would place a heavy load on the Fiscal and Finance Divisions, but he felt that it could be borne. Mr. Meloon pointed out that below the grade GS-10, the decision as to whether dollars or compensatory time would be employed lay with the employee.

25X1A9a 6. Further discussion of paragraph 5.b, above, touched off a lively debate on the whole overtime problem. Colonel White said that he thought it would be advisable if some uniformity in criteria for determining whether dollars or compensatory time were used above the grade GS-10 were established for Office Heads to go by, so that inequities would not arise. [REDACTED] stated that the DD/I organization would want the authority to differentiate between dollars and compensatory time above GS-10 to remain with their Assistant Directors, with a strong leaning toward compensatory time. Mr. Saunders mentioned that some offices might be able to grant compensatory time, while others would find it operationally infeasible. Colonel White asked about final payment for compensatory time not used at the end of the two years set forth in the policy draft, and Mr. Saunders replied that it might be possible for an individual to build up compensatory time only to discover at the end of the statutory period that a tight budget situation in his Office could result in money to pay for the compensatory time not being available.

25X1A9a 7. Colonel White asked for the sense of the meeting on the policy provision establishing the grade GS-10 as the "breaking point" over which grade, overtime authorizing officials would make the decision for or against paid overtime. Colonel Edwards then said: "I am opposed to compensatory time, period." He added that he foresaw numerous headaches arising out of the administration of the compensatory time principle, and he countered with the suggestion that overtime be paid for in the higher grades, but with a distinct upper limit on the amount that could be thusly earned in each grade, and an understanding that any overtime above that upper limit would be worked gratuitously. Dr. [REDACTED] raised the question about the advisability of providing such a long period (up to two years) during which time the question of payment or time off for overtime worked could be unresolved. Mr. Saunders replied that this liberal provision had been dictated by the size of the group now eligible for compensatory time. Mr. [REDACTED] inquired about the formulation of a [REDACTED] Regulation on overtime, adding that this subject seemed to require a good deal more thought in adapting it [REDACTED] of the headquarters Regulation; to this there was general agreement, but it was left that headquarters policy would have to come first [REDACTED] policy second.

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8. Colonel Edwards said it was his feeling that to insist on compensatory time in the upper grades would be to violate the spirit of the

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Career Service. He went on to say that since we were interested in providing some benefits to our faithful employees, paid overtime would seem to him a tangible benefit. To this Dr. [REDACTED] added that he was in favor of payment for overtime worked by personnel in the upper pay grades. He said that he felt our policy should stress payment first, and leave compensatory time to the discretion of the Assistant Directors as an alternative. Colonel White pointed out that the Bureau of the Budget has traditionally taken a dim view of liberal overtime policies, possibly because it is not their custom to interpret overtime liberally within their own activity. He added that it was possible that the Director of Central Intelligence might not want to adopt too liberal an overtime policy for several reasons, not the least of which might be the continued emphasis on major economies by the present administration. It was his feeling, said Colonel White, that basic to any consideration of the overtime problem was a better study and closer attention to the workload distribution in all Offices.

9. Mr. Saunders then mentioned the imminent Budget Hearings (27 October) and underlined the earlier statement by Colonel White to the effect that the Bureau of the Budget has the feeling that this Agency has been lax in controlling the amount of overtime used. 25X1A9a
Mr. Saunders said, however, that we have made distinct improvements in the control of overtime, and emphasized that the cost of overtime has slowly been going down. He felt that the forthcoming Budget Hearings would pay particular attention to overtime, and he said that therefore we needed an overtime policy that would reflect a strong desire on our part to control the use of overtime. Mr. [REDACTED] raised the point in section 7.a of the policy draft regarding whether or not the power to authorize overtime could be delegated to a level below that of Office Head. Mr. Saunders said that in the case of the Logistics Office, the draft would provide that Mr. Garrison be the final authority on overtime, by acting upon the recommendations for authorization of overtime submitted to him by his first-line supervisors. Colonel White repeated again the need for speed in coordinating the new overtime policy, and it was his suggestion that a meeting be held on 18 October under the general aegis of Messrs. Saunders and Meloon to effect this coordination. 25X1A9a
It was agreed that all Offices, save for PAPS and the Management Staff, would furnish representatives to this meeting who would be authorized to speak for their Offices. Locale for the meeting was set as Mr. Saunders' Office, and the time 1000 hours Monday. Colonel White directed Mr. [REDACTED] of his Staff to represent PAPS and the Management Staff, and added that he expected the Chief, Regulations Control Staff, to be there, though not representing Management in this instance.

10. Mr. Meloon was asked by Colonel White to comment on what he had learned about interpretations of the new overtime policy in Federal activities outside our own. Mr. Meloon said that he had learned from the Department of State that they do not plan to grant either paid

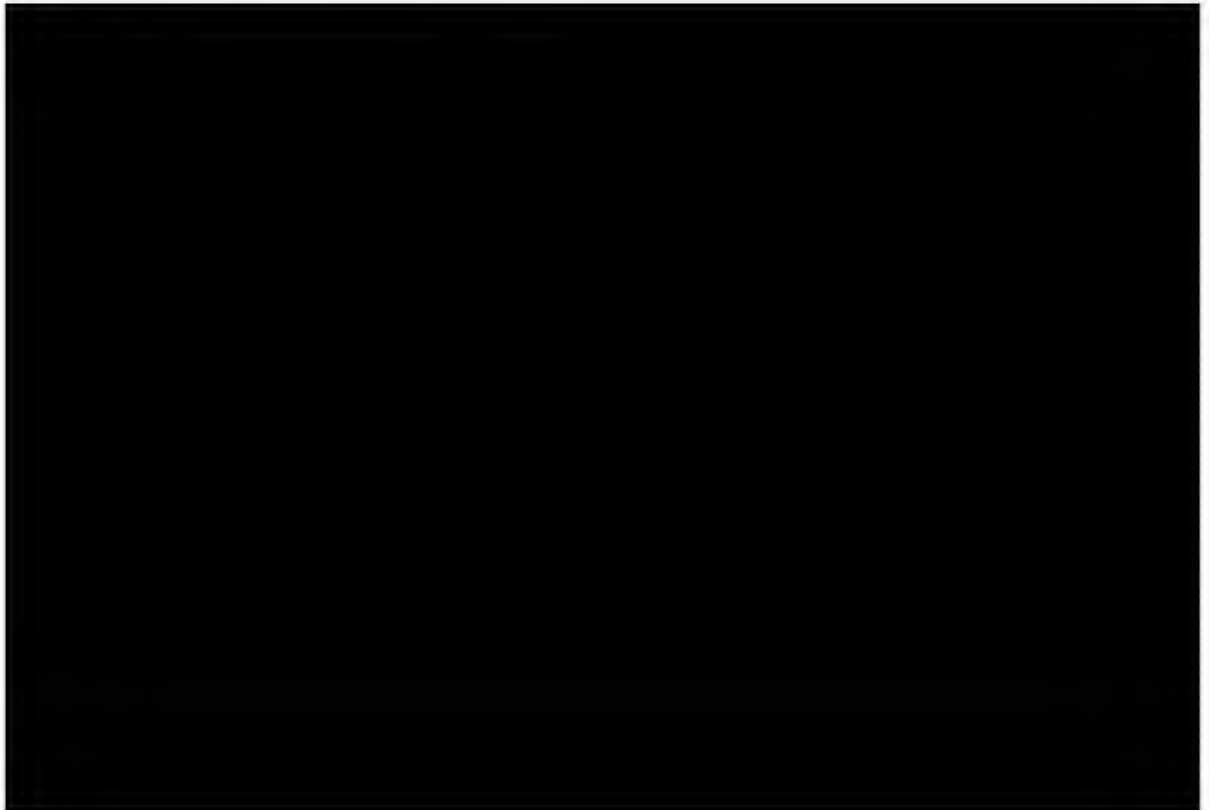
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overtime or compensatory time in the grades GS-12 and above. He added that it is the policy of the Department of Commerce to authorize no overtime at all for anyone, due to their tight budget situation. The Department of the Navy has not indicated formally what their position will be, but informally it was their feeling that personnel in the grades GS-9 and below would have their choice between dollars and compensatory time and that above that level neither benefit would be afforded. The Departments of the Army and the Air Force apparently plan to leave the overtime determination to each of their separate installations, depending upon their individual budgets. The Department of Health, Education and Welfare plans to establish GS-9 as the "breaking point" for interpreting their overtime policy, with neither benefit provided above that grade.

11. Colonel Edwards reviewed the matter of Current Intelligence Targets of the MVD, especially as they applied to the American intelligence community. According to his report, which he hopes to disseminate widely throughout the Agency after settling the question of its classification, the main targets were these:

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- 5 -

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services as well as those less kindly disposed toward us. Mr. [redacted] and Mr. Pforzheimer both added that the General Counsel was watching developments in the Petersen Case from the standpoint of legal precedents that might be established therein.

12. Colonel White called attention to a current story, appearing in the New York Times under the byline of Hanson Baldwin, having to do with the activities of General Doolittle and the Special Studies Group. He cautioned those present to refrain from public comment upon the subject of General Doolittle's relations with CIA.

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13. Mr. [redacted] introduced Mr. [redacted] of the Office of Communications, who will attend DD/A Staff Meetings in the future as Commo's representative, vice Mr. [redacted] soon to depart on an overseas assignment.

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14. Mr. [redacted] asked Colonel Edwards about the extent to which [redacted] has been made to date of the system of "challenge numbers" instituted at the time new building badges were issued over a year ago. Colonel Edwards spoke of a possible tie-in between this system of validating letters and numbers and machine records, and while he admitted that the system had not thus far been used, such disuse did not constitute a lack of faith in its principles. He does feel that the system has a high degree of applicability to any situation where the Agency finds itself in possession of a new building in a centralized compound, and added that if it were suddenly put into use even in our present quarters, he had an inescapable feeling that many people who had forgotten their challenge letters and numbers would suddenly remember them.

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15. Colonel White closed the meeting by mentioning that since Mr. H. Gates Lloyd, the new Assistant Deputy Director (Administration), had now finished his orientation, he planned to use his services to the fullest extent possible, and invited those present to make use of his talents.

- 7 -

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Meetings

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